

Chapter 2: Access

Understanding Access Types

Generally speaking there are two types of users for AFPIMS. These users comprise audiences that include the civilian public, government employees, contractors and, of course, Marines.

- ◆ [Consumers – Accessing Marines.mil and Your Unit Website](#)
- ◆ [Content Publishers & Administrators – Accessing AFPIMS](#)

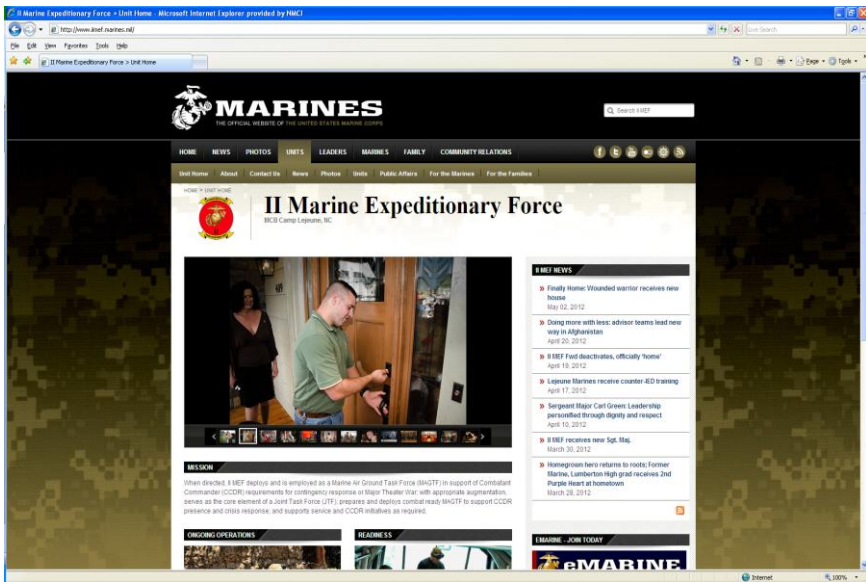
Consumer Access

Consumers of Marines.mil unit sites have access to content that is published on the public facing website. This content is available on the Internet and includes News, Press Releases, Messages, Orders/Directives, and much more. No login credentials are required to access publicly available information.

➤ Accessing Marines.mil Unit Sites

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Use the following instructions to access the public facing Marines.mil unit sites:

Step	Action
1	<p>Open an Internet browser and navigate to the following:</p> <p><a href="http://www.<Unit Name>.marines.mil">http://www.<Unit Name>.marines.mil</p> <p>Result: The Marines.mil public site displays.</p> 

Content Provider, Approver & Site Manager Access

Content Providers, Approvers and Site Managers for Marines.mil unit sites are members of groups that have permissions allowing them to publish content and manage their unit's site in AFPIMS. To access AFPIMS, users must have accounts and be assigned to the necessary Security Role groups.

➤ Requirements

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There are three basic requirements you must fulfill to access AFPIMS and publish content.


- ✓ Users must have a Common Access Card (CAC).
- ✓ User must complete the required AFPIMS training for their Security Role assignment. <https://pwtraining.dma.mil/>
- ✓ Users must register for an account in AFPIMS.
- ✓ Users must have their account assigned to the appropriate Security Role group.

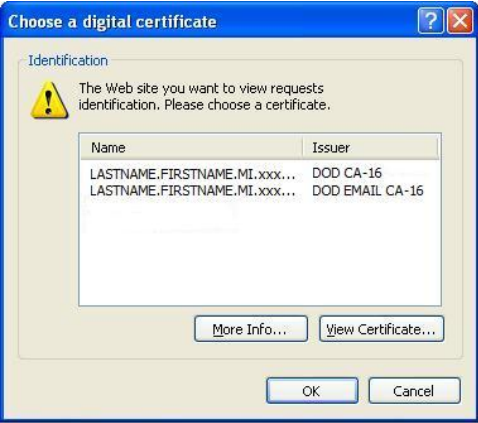


Units submitting content to Marines.mil and your unit website must coordinate through their designated Site Manager to gain access to the new system.

➤ Accessing AFPIMS Unit Sites

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Use the following instructions to navigate to your unit's site in AFPIMS:

Step	Action
1	Insert your CAC into the CAC reader.
2	<p>Navigate to your unit's site by entering the URL provided by your Site Manager.</p> <p>The format will be:</p> <p><a href="https://<Unit Name>.usmc.afpims.mil/">https://<Unit Name>.usmc.afpims.mil/</p> <p></p> <p>Result: The digital certificate selection dialog displays.</p>

Step	Action
	 <p>Result: The entered unit's site will be designated as the site for your image upload.</p>
3	<p>Select either the DOD or DOD EMAIL <i>Certificate</i> and click OK.</p> <p>If prompted, enter your PIN.</p> <p>Result: The unit site is opened in AFPIMS.</p> 
4	<p>Login to your account on your unit's site by clicking the Login button located at the top right of the screen.</p>  <p>Enter your login credentials and click Login.</p>

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Step	Action
	<div><div>User Log In</div><div><div>Username:</div><div></div></div><div><div>Password:</div><div></div></div><div>Login</div></div> <p>Result: You will be logged into the designated AFPIMS unit site and will have access to controls associated with the Security Role group to which you were assigned.</p>